

TAB

STAFFING AUTHORIZATION SYSTEM

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STAFFING COMPLEMENT SYSTEM

(T/O)

PROBLEM DEFINITION

Examine the processes associated with the Staffing Complement (T/O) and Position Control Register (PCR) and determine if improvements in recording and reporting techniques are needed, and feasible.

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SCOPE



OBJECTIVES

- a) Provide a capability for rapid change to the Agency T/O resulting from Staffing Complement Change Notification - Form 261.
- b) Provide a data exchange capability between the Staffing Complement System and the Manpower Control System to enable users to remotely interrogate and monitor the status and relationship of man-to-job information.
- c) Establish a control of positions, vacancies, and ceiling allocations as required.
- d) Provide for file design and data management capabilities in the Staffing Complement System and the Manpower Control System in order to consolidate information and provide a query system resulting in the elimination of the Manual Position Inventory (PI) function in the Office of Personnel.

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GROUP 1  
Excluded from automatic  
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- e) Using an exception method technique, automatically prepare Position Control Registers (PCR) at the time that an established percent of change in a given organization has been exceeded.
- f) Prepare Position Control Registers on a selection basis, and when requested, as well as on a regular schedule.
- g) Provide an interface and automatic cross-index with the Manpower Control System to control the edit and validation process associated with requests for personnel change.
- h) Provide for safeguarding the integrity and security of compartmented data.
- i) Provide for the capability of flagging positions that fall within requirements contained in the Language Development Program - HR [REDACTED]

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**BENEFITS**

- a) An effective file update and reporting capability will provide users with information on a more timely basis.
- b) Flag, for management attention, critical or unusual conditions of people-to-job relationships leading to an effective decision making process.
- c) Elimination of the manual Position Inventory will provide for the:
  - Elimination of clerical effort in maintaining the manual PI,
  - Reduction in floor space required for the manual tub files,
  - Redeployment of PI personnel in order to facilitate the staffing of the Data Management & Communications Center,

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- o Elimination of the manual effort in preparing flexoline strips,
  - o Elimination of the clerical effort associated with preparation of Standard Form 7 (Service Record Card).
- d) Reduction in the number of recurring reports.

SOLUTION

- a) Establish a data base responsive to present management needs.
- b) Examine all phases of interaction with the Manpower Control Subsystem to ensure the validity, accuracy, and currency of data.
- c) Establish a plan for the implementation of exception reporting techniques well in advance of system design.
- d) Elimination of duplicate position (slot) numbers. (Currently each office has position numbers that are duplicated in all other offices, such as position number 0001. An alphanumeric arrangement of slot numbers has been devised in which each slot number is a unique number.)
- e) Based on a system of inquiry criteria, a single inquiry can be made to access man and/or position data.

WORK PLAN FOR SOLUTION OF PROBLEM

The gathering and analysis of facts pertinent to the design of a computer system to meet the objectives will continue. The plan will follow the four phases of the overall SIPS plan.

- a) Study and evaluate the present mode of operations within PMCD, O/P in terms of preparation, submission, and dissemination of T/O changes.

- b) Perform an extensive study of the present coding procedures associated with the mechanical processing of T/O changes and determine if a better method can be used to eliminate or replace the present T/O sequence numbering concept.
- c) Design a numbering system of organizational codes and position numbers more responsive to Agency needs, as well as providing an enhancement to future computer techniques and capabilities.
- d) Design the Staffing Complement System to provide an immediate update and response capability in order to expedite the validation processes applied to requests for personnel action.
- e) Inherent in the design consideration of the Staffing Complement System and the Manpower Control System is the necessity for providing query linkage options that on control conditions will query BOTH systems, or to query each system independent of the other.
- f) Study the need for redesigning the Staffing Complement Change Notice Form 261 to provide for:
  - The possibility that machine coding can be accomplished at the time of preparation (PMCD), and
  - A tear-off coding tab approach suitable to introduction as machine input.
- g) Reverse the processing cycle in distributing Staffing Complement Change Notices - Form 261, so that the distribution is dependent on successful update by the computer system before Agency dissemination is made.

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